

REQUEST FOR PROPOSALS

Biloxi River Estates Sewer Service Connection CIAP Project

M.S.R.771-1, Mississippi Gulf Region Waste Water Plan Complementary Project

The CITY OF GULFPORT, utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract, intends to employ a consulting engineering firm to provide preliminary engineering, design, construction engineering, and inspection services for the connection of residents to the sewer system located in the Biloxi River Estates Subdivision area, in Gulfport, MS, Harrison County titled "Biloxi River Estates Sewer Service Connection CIAP Project". The design of the installation of sewer service connections from the house to the main lines for approximately 100 to 200 residences will be included. It will also include roadway repair design, surveying, signing plans, hydraulic grade design, specifications, environmental, permit approvals, bid documents, contract administration, construction engineering, inspection, legal descriptions and right-of-way maps and deeds and other specified plan details necessary for the preparation of right-of-entry agreements and construction plans. Funding is provided by the Mississippi Department of Marine Resources through the use of Coastal Impact Assistance (CIAP) Grant.

Consulting engineering firms interested in providing these services may so indicate by furnishing the Department **Five (5) copies** of the following:

1. A cover letter specifying the name and complete description of project, the name of the project manager, and the location and address of the office to be assigned the majority of the work;
2. A resume for each principal member, the project manager, and employees of the firm anticipated to be assigned to the project. Also, provide an organizational chart and list each person's experience and qualifications, including proof that the Project Manager is licensed as a Mississippi Professional Engineer and that the firm has met state licensure and certification requirements*;
3. A description of similar type work completed during the past five (5) years which qualifies the consultant for this work, the cost and scheduled completion (or actual completion) of this work;
4. A statement that your organization is sufficiently staffed to perform the required consulting services with reasonable dispatch.
5. A statement to the effect that, in the event certain features on the proposed project are of such complexity and nature as to require specialized or expert assistance, whether your organization is sufficiently staffed with such specialists, or if it will be necessary to associate with other, and if an association should be necessary, the nature of such association.
6. A response containing the information upon which the consultant will be evaluated; and,
7. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications. This Form can be obtained at <http://www.gomdot.com/Divisions/AdministrativeServices/Resources/Forms>. Interested firms without internet access may obtain this information by contacting Alecia Pinn at (601)359-7536.

The City of Gulfport will evaluate the Proposals based on the following factors listed in their relative order of importance:

1. The experience in performing the type of work outlined in the Scope of Work;
2. The qualifications of the principals and professionals to be assigned;
3. The consultant's experience in working with projects involving public funding;
4. The extent of in-house capabilities of the firm; and
5. The consultant's size and capability of staff to perform this work in accordance with an expedited progress schedule, considering the firm's current and planned workload.

The City of Gulfport reserves the right to select one (1) consultant or select a short list of consultants from whom more information will be required.

Questions must be submitted in writing to the Procurement Department, City of Gulfport, 1410 24th Avenue, Gulfport, MS 39501.

To be considered, all replies must be received by 5:00 p.m., Thursday, May 11, 2011, in the Office of the Procurement, 1410 24th Avenue, Gulfport, MS 39501.

TO BE ADVERTISED in The Clarion Ledger and Sun Herald on the following dates:

- April 7, 2011 and
- April 14, 2011